



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING MINUTES:</b>	<b>Board of Pilot Commissioners</b>
<b>MEETING DATE AND TIME:</b>	<b>Friday, June 4, 2010 at 1:00 p.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	Approved September 10, 2010

**MEMBERS PRESENT**

Troy Selph, Professional Member, President  
David Potter, Professional Member  
Charles F. Macintire, Professional Member  
David Brady, Public Member  
Richard Cordrey, Public Member  
Thomas Cook, Public Member  
Mark Murphy

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Fredrick Schranck, Deputy Attorney General  
Judy Letterman, Administrative Specialist III

**ALSO PRESENT**

Gary Patterson  
James Roche, President, Pilot Association  
James Johnson, Pilot Association

**CALL TO ORDER**

Mr. Selph called the meeting to order at 1:06 p.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Cordrey, seconded by Mr. Cook to approve the March 12, 2010 minutes as presented. The motion was unanimously carried.

## **OLD BUSINESS**

### **Pilot Association Apprentice Committee Report**

Mr. Selph presented the apprentice report, in the absence of Mr. Vaughn, informing the Commission that Blake Hershelman had completed all federal testing and will complete the program at the end of November and William Keller will be returning to the training program on June 14, 2010.

### **Accidents, Groundings and /or Incidents**

Mr. Potter informed the Commission that he had not received any new information.

### **Compliance to Offshore Trip Experience Requirements**

Mr. Haggerty is waiting for the opportunity to complete his offshore trip requirements.

### **Strategic Plan**

Since the Commission is not working on rule or statute changes, they have asked to delete this from the agenda.

### **Post Renewal Audit**

The Commission reviewed the post renewal audits and became aware of courses that normally received 8 hours of credit, had been reduced to 7.5 hours leaving one pilot short the required continuing education hours.

A motion was made by Mr. Potter, seconded by Mr. Brady to notify the pilot that he is out of compliance and to send in a proposal of his plan to complete the required continuing education within 45 days. The motion was unanimously carried.

Mr. Selph has requested that all classes of pilots be included in the next audit selection process.

## **NEW BUSINESS**

### **Elections**

A motion was made by Mr. Potter, seconded by Mr. Cook to elect Troy Selph as President. The motion was unanimously carried.

A motion was made by Mr. Potter, seconded by Mr. Brady to elect Richard Cordrey as Vice-President. The motion was unanimously carried.

A motion was made by Mr. Cordrey, seconded by Mr. Cook to elect David Potter as Secretary/Treasure. The motion was unanimously carried.

Mr. Potter has also agreed to continue as the Complaints officer.

### **OTHER BUSINESS BEFORE THE BOARD**

Mr. Potter asked if the Division received the trip reports, which verifies that the pilot has made the required 52 trips required for renewal. He was informed that the reports are no longer required since the pilot will attest at the time of renewal that they have completed the required number of trips. If a pilot does not complete the required trips, the Commission is notified.

Mr. Schranck informed the Commission that the legislation concerning the new fee rates had passed the General Assembly and was signed by the Governor.

Mr. Cordrey expressed his appreciation to Gary Patterson for his outstanding job as the Commission President.

### **NEXT SCHEDULED MEETING**

The Commission has requested that the next meeting, which will be held on September 10, 2010, be moved to an earlier time. The new time will be posted.

### **AJOURNMENT**

A motion was made by Mr. Cordrey seconded by Mr. Potter to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 10:40 a.m.

Respectfully submitted,

Judy Letterman  
Administrative Specialist III